



State of Oklahoma CORE Project

AP Course P216

P Card Voucher Build

Training Manual

Revised February 28, 2005



What This Manual Contains

On a daily basis authorized state employees can make authorized purchases using state approved credit cards. The credit cards are issued by Bank One and the transaction detail resulting from charges made by employees are sent to Bank One from the participating merchants. Bank One furnishes a web site that is accessible by authorized employees and that can be used to review and edit the transactions made by each employee. After transactions have been reviewed and edited, they are downloaded on a designated date to the State's mainframe computer and then loaded into the CORE system Voucher Build staging tables. Each agency is responsible for creating vouchers for its agency from the data in the staging tables using the PCard Voucher Build Process. This guide contains instructions for creating the vouchers using the Voucher Build process after they have been loaded into the staging tables. This guide does not contain instructions for reviewing and editing transactions through the Bank One website; nor does it include instructions for loading the transactions into the Voucher Build staging tables.



1. Navigate to Accounts Payable>Batch Processes>Vouchers>Batch Voucher Request and create a new Run Control ID. You can use any name that has meaning to you. Once the new Run Control ID is created, you may re-use it from month to month.



- After clicking the Add button, the following page displays. The Voucher Process Option and the Voucher Batch Interface Option will be disabled. Set the Voucher Edit Source to 'All' so that both new and recycled vouchers will be processed.

Batch Voucher Request - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://webdev.okaocf.state.ok.us:7201/psp/fsq/EMPLOYER/ERP/JENTER_VOUCHER_INFORMATION.VCHR_BATCH_REQUEST.GEL

PeopleSoft. Home Worklist Add to Favorites Sign out

Voucher Batch Req Process Messages Recycled Vouchers Pre-Edit Errors

Run Control ID: PCARD_VCHR_BLD Report Manager Process Monitor Run

Run Control Parameters

*Request ID:

*Voucher Process Option: Process Business Unit [Optional Parameters](#)

*Voucher Edit Source: All

Select Values

Business Unit	Voucher ID	Control Group ID	Contract ID	SetID	Origin	Vendor ID
1	<input type="text"/>					

Interfaces

Voucher Batch Interfaces
1 Procurement Card

Start | Err... | Tim... | PC... | OC... | Bat... | Pe... | TO... | Bat... | Ad... | 4:55 PM



3. Enter your 5 digit Business Unit, a Request ID, and Description and click Run. The request ID and description are for informational purposes only. You may enter anything that is meaningful to you. The business unit will be used to retrieve the data from the voucher build staging tables and create the vouchers for your agency. The Optional Parameters hyperlink will not be used.

Batch Voucher Request - Microsoft Internet Explorer

Address: http://webdev.oklaosf.state.ok.us:7201/psp/fsql/EMPLOYEE/ERP/CJ/ENTER_VOUCHER_INFORMATION.VCHR_BATCH_REQUEST.GEL

PeopleSoft.

Voucher Batch Req | Process Messages | Recycled Vouchers | Pre-Edit Errors

Run Control ID: PCARD_VCHR_BLD | Report Manager | Process Monitor | Run

Run Control Parameters

*Request ID: EHS_001 | P Card

*Voucher Process Option: Process Business Unit | Optional Parameters

*Voucher Edit Source: A||

Select Values

Business Unit	Voucher ID	Control Group ID	Contract ID	SetID	Origin	Vendor ID
1 01000						

Interfaces

Voucher Batch Interfaces

1 Procurement Card



- After you click Run, the following page displays. The Server Name should be PSUNX. The other fields on the page do not need to be changed.

Click OK.

Batch Voucher Request - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://webdev.oklaosf.state.ok.us:7181/psp/fscopy/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_BATCH_REQUEST.GBL

PeopleSoft. Home Add to Favorites Sign out

New Window

Process Scheduler Request

User ID: ESTEWART Run Control ID: EHS_001

Server Name: PSUNX Run Date: 01/28/2005

Recurrence: Run Time: 7:04:21PM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	^Type	^Format
<input checked="" type="checkbox"/>	Voucher Build	AP_VCHRBLD	Application Engine	Web	TXT

OK Cancel Refresh

Done Internet



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5. Upon clicking OK, you will return to the Voucher Batch Req tab. Click on the [Process Monitor](#) hyperlink.

Batch Voucher Request - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://webdev.okaof.state.ok.us:7021/psp/fdev/EMPLOYEE/ERP/q/ENTER_VOUCHER_INFORMATION.VOCH_BATCH_REQUEST.GBL?Folder=MYFAVORITES

PeopleSoft.

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

Menu

- My Favorites
 - Batch Voucher Request
 - Define User Preferences
 - PCard Load
 - Process Monitor
 - Voucher
 - Voucher Delete
 - Edit Favorites
- Portal Objects
- Employee Self-Service
- Manager Self-Service
- Demand Planning
- Enterprise Planning
- Production Planning
- Customers
- Products
- Promotions
- Customer Contracts
- Order Management
- Order Pricing
- Customer Returns
- Items
- Cost Accounting
- Vendors
- Purchasing
- Inventory
- eProcurement
- Sourcing
- Engineering
- Manufacturing Definitions
- Production Control
- Configuration Modeler
- Product Configurations
- Quality
- Grants
- Projects
- Engagement Planning
- Resource Management
- Travel and Expenses

Voucher Batch Req Process Messages Recycled Vouchers Pre-Edit Errors

Run Control ID: 001 Report Manager Process Monitor Run

Process Instance:13689

Run Control Parameters

*Request ID: EHS_001 PCard

*Voucher Process Option: Process Business Unit Optional Parameters

*Voucher Edit Source: All

Select Values

Business Unit	Voucher ID	Control Group ID	Contract ID	SetID	Origin	Vendor ID
1 01000						

Interfaces

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Process Instance:13689



6. After clicking [Process Monitor](#) you should see the following page:

Click the [Refresh](#) button every 10 seconds or so until the [Run Status](#) changes to Success and the [Distribution Status](#) changes to Posted.

After the Run Status changes to Success, click on the [Go Back to Voucher Batch Request](#) hyperlink.

Batch Voucher Request - Microsoft Internet Explorer

Address: http://webdev.oklaosf.state.ok.us:7021/psp/fsdev/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_BATCH_REQUEST.GBL

PeopleSoft. Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Customize Page | help

Process List | [Server List](#)

View Process Request For

User ID: ESTEWART Type: Last: 10 Minutes Refresh

Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

Process List Customize | Find | View All | First of 1 Last

Select	Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	14006	Application Engine	AP_VCHRBLD	ESTEWART	01/18/2005 10:36:51AM CST	Queued	N/A	Details

[Go back to Voucher Batch Request](#)

Save Notify

Process List | [Server List](#)

Process Instance:14006 Internet



- After clicking the [Go Back to Voucher Batch Request](#) hyperlink, it will access the page you started from when you initially ran the Voucher Build process (also known as the Voucher Batch Process). The [Process Messages](#) tab contains limited information and should be ignored. Click on the [Pre-Edit Errors](#) tab.

Batch Voucher Request - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://webdev.oklaosf.state.ok.us:7021/psp/f/sdev/EMPLOYEE/ERP/q/ENTER_VOUCHER_INFORMATION.VOCH_BATCH_REQUEST.GBL?Folder=MYFAVORITES

PeopleSoft.

Home Worklist Multi-Channel Console Add to Favorites Sign out

New Window | Help

Voucher Batch Req Process Messages Recycled Vouchers Pre-Edit Errors

Run Control ID: 001 Report Manager Process Monitor Run

Run Control Parameters

*Request ID: EHS_001 P Card

*Voucher Process Option: Process Business Unit Optional Parameters

*Voucher Edit Source: All

Select Values

Business Unit	Voucher ID	Control Group ID	Contract ID	SetID	Origin	Vendor ID
1 01000						

Interfaces

Voucher Batch Interfaces

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Process Instance: 13704 Internet



- 8. After clicking on the Pre-Edit Errors tab, the following page will display. **It is used to view whether or not there are pre-edit errors that prohibited the voucher(s) from being created.** The fields to the right of the [Examine Error Messages](#) and [Go to Review Pre-Edit Errors](#) hyperlinks will be populated when there are pre-edit errors. There can be pre-edit errors for the agency's PCard, the statewide contract PCard, or both. A line will display for each PCard with pre-edit errors. In our example, there is one voucher that did not build because of pre-edit errors. If there are no pre-edit errors, nothing will display below the [Request Status](#) box.

An example of a pre-edit error is a transaction with an invalid Vendor ID. Voucher defaulting cannot be processed correctly because Vendor ID is part of the Payables Control and Defaulting Hierarchy. To examine the Pre-Edit error messages, click on the [Examine Error Messages](#). To review and correct the Pre-Edit errors, click on the [Go to Review Pre-Edit Errors](#) hyperlink. For our example, click on the [Examine Error Messages](#) link.

The screenshot shows the PeopleSoft 'Batch Voucher Request' interface. The 'Pre-Edit Errors' tab is active. The page displays the following information:

- User ID: ESTEWART
- Request ID: EHS_001
- Description: P Card
- Run Control ID: 001
- Process Instance: 13704

A table below shows the error details:

	Examine Error Messages	Go to Review Pre-edit Errors	Business Unit	Voucher ID	Origin	Control Group ID	Vendor ID	Buying Agreement ID	Invoice Number
1	Examine Error Messages	Go to Review Pre-edit Errors	01000	00000047	PCD		0000000000		010_20030630_001

At the bottom, there are buttons for Save, Return to Search, Notify, and Refresh, along with a breadcrumb trail: [Voucher Batch Req](#) | [Process Messages](#) | [Recycled Vouchers](#) | [Pre-Edit Errors](#).



9. Clicking the [Examine Error Messages](#) link accesses the following page. There are five tabs available. Clicking on each tab will display the Pre-Edit errors for that tab and will offer a Correct Errors hyperlink to give you an opportunity to correct the errors. In this example, the errors are an invalid Vendor ID and Vendor Location on the Header Errors tab.

Click on the [Correct Errors](#) hyperlink.

The screenshot shows a Microsoft Internet Explorer browser window displaying the PeopleSoft application. The address bar shows the URL: http://webdev.oklaosf.state.ok.us:7021/psp/fsdev/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_BATCH_REQUEST.GBL?Folder=MYFAVORITES. The page title is "Batch Voucher Request - Microsoft Internet Explorer".

The PeopleSoft logo is visible at the top left. A navigation menu on the left lists various options, including "Batch Voucher Request" and "Define User Preferences". The main content area has a header with five tabs: "Header Errors", "Line Errors", "Distribution Line Errors", "Scheduled Payment Detail", and "Misc Charge Errors". The "Header Errors" tab is selected.

Below the tabs, the following information is displayed:

Unit:	01000	Voucher:	00000047
Invoice Date:	06/30/2003	Invoice:	010_20030630_001
Vendor:	0000000000	TEST	

Below this information, there is a section titled "Voucher Errors" with a "Correct Errors" hyperlink. The "Error Count" is 2. Below this, a "Details" section shows the following error messages:

Field Name	Message
VENDOR_ID	TSE Prompt table edit; value not found in prompt table.
VENDOR_LOC	TSE Prompt table edit; value not found in prompt table.

At the bottom of the page, there are buttons for "Save", "Return to Search", and "Notify". A navigation bar at the bottom of the content area contains links for "Header Errors", "Line Errors", "Distribution Line Errors", "Scheduled Payment Detail", and "Misc Charge Errors".



10. Clicking the [Correct Errors](#) hyperlink accesses the following page. The error messages indicated that the Vendor ID and Vendor Location were invalid; however, an invalid Vendor ID will automatically generate an invalid Vendor Location error also. Correcting the Vendor ID will probably correct the Vendor Location. For purposes of this example, change the Vendor ID to 0000001101 and click Save.

In this example the Build Status is To Build. The next time you run the voucher build process with the 'All' option in the Voucher Edit Source, this voucher should be successfully created.

You can opt to delete the voucher from the staging tables by clicking on the Update Bld Stat hyperlink and selecting the Delete option. However, you will then have to enter the voucher manually. Consider carefully before choosing the Delete option.

The screenshot shows the PeopleSoft 'Batch Voucher Request' interface. At the top, the 'Header' tab is selected, showing 'Payment' as the voucher type. The 'Unit' is 01000, 'Voucher' is 00000047, and 'Bld Status' is 'To Build'. There are hyperlinks for 'Update Bld Stat', 'Header Errors', and 'Line Errors'. Below the header, there are sections for 'Invoice - Pre-edit Errors' and 'PO/Receiver Pre-edit Errors'. The 'Invoice - Pre-edit Errors' section shows fields for Vendor (0000000000), Location (001), Date (06/30/2003), Invoice (010_20030630_001), and Gross (19.000). The 'PO/Receiver Pre-edit Errors' section shows fields for Build Code, PO Unit (01000), PO ID (222222224), Recv BU, Recv ID, Carrier ID, PK Slip No, and Bill of Lading. Below these are 'Contract Pre-Edit Errors' with SetID and Contract fields. The 'Voucher Line' section shows a table with columns for Line Flag, Item ID, Description, Quantity, UOM, Unit Price, and Extended Amt. The first line has a quantity of 1 and an extended amount of 19.000. Below the voucher line is the 'Distributions' section, which includes a table with columns for Quantity, Amount, GL Unit, Account, Sub-Account, Fund Type, Class-Funding, Dept, Bud Ref, CFDA#, Program, Project, and Oper Unit. The first distribution has a quantity of 1, an amount of 9.000, and a GL Unit of 01000. At the bottom of the interface, there are buttons for 'Save', 'Return to Search', and 'Notify'.



11. After correcting the pre-edit errors and saving your changes, you will need to return to the Voucher Build page. (There currently is no link back to that page from your current location (see tip below). To return to the Voucher Build page, go to the menu and navigate back to the Voucher Batch page (i.e. Accounts Payable>Batch Processes>Vouchers>Voucher Batch Request. You may wish to add this to My Favorites.) After navigating back to the Voucher Build page you should see the following page. Click on the Recycled Vouchers tab.

Batch Voucher Request - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://webdev.oklaosf.state.ok.us:7021/psp/fsdev/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_BATCH_REQUEST.GBL

PeopleSoft. Home Worklist MultiChannel Console Add to Favorites Sign out

New Window | Help

Voucher Batch Req Process Messages Recycled Vouchers Pre-Edit Errors

Run Control ID: 001 Report Manager Process Monitor Run

Run Control Parameters

*Request ID: EHS_001 P Card

*Voucher Process Option: Process Business Unit Optional Parameters

*Voucher Edit Source: All

Select Values Customize | Find | First 1 of 1 Last

Business Unit	Voucher ID	Control Group ID	Contract ID	SetID	Origin	Vendor ID
1 01000						

Interfaces Customize | Find | First 1 of 1 Last

Voucher Batch Interfaces

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TIP: Before clicking the [Examine Error Messages](#) and [Go to Review Pre-Edit Errors](#) links noted page 10, open a new window. Then the voucher screen can be closed after the corrections are made. You may need to click the refresh button to retrieve the revised data.



12. Upon clicking on the Recycled Vouchers tab, the following page displays. **It is used to view whether or not a built voucher has recycle voucher exceptions.** If the fields to the right of the [Examine Error Messages](#) and [Correct Errors](#) hyperlinks are populated, then a voucher has been created with errors that need correcting. Recycle voucher exceptions can occur for the agency's PCard, the statewide contract PCard, or both. In our example, voucher #00000048 has recycle voucher exceptions. If there are no recycle voucher exceptions, nothing will display below the [Request Status](#) box.

An example of a recycle error is a transaction with an invalid chartfield. An invalid chartfield does not preclude the voucher from being built, but it must be corrected before the voucher can have a postable status. To examine the recycle error messages, click on the [Examine Error Messages](#). To review and correct the recycle errors, click on the [Correct Errors](#) hyperlink. For our example, click on the [Examine Error Messages](#) hyperlink.

Examine Error Messages	Correct Errors	Unit	Voucher	Origin	Group	Vendor	Buy Agree ID	Invoice	Invoice Date	Gross An
Examine Error Messages	Correct Errors	01000	00000048	PCD		0000001101		010_20030630_001	06/30/2003	

TIP: If the voucher built and is not in recycle status, use the navigation Accounts Payable>Vouchers>Entry>Regular Entry. Find the existing value by searching for the vendor ID #0000001101 or #0000001105 to review the voucher and enter the PC pay group.



13. Clicking on the [Examine Error Messages](#) hyperlink accesses the following page. There are five tabs available to you. As with the Pre-Edit errors, clicking on the different tabs will reveal the recycle exceptions for that tab and provide a [Correct Errors](#) hyperlink to allow you to review and correct the errors. Once all of the recycle exceptions are corrected and saved, the voucher will no longer appear on the Recycled Vouchers tab of the Voucher Build page. The Header Errors tab reveals that, while there are no header errors, there are voucher line and distribution line errors. Click on the [Line Errors](#) tab.

The screenshot shows a web browser window titled "Batch Voucher Request - Microsoft Internet Explorer". The address bar shows a URL from the PeopleSoft system. The page header includes the PeopleSoft logo and navigation links like "Home", "Worklist", and "MultiChannel Console".

At the top, there are five tabs: "Header Errors", "Line Errors", "Distribution Line Errors", "Scheduled Payment Detail", and "Misc Charge Errors". The "Line Errors" tab is selected.

Below the tabs, the following information is displayed:

- Unit: 01000 Voucher: 00000048
- Invoice Date: 06/30/2003 Invoice: 010_20030630_001
- Vendor: 0000001101 AUTHORITY ORDER-PCARD

The "Voucher Errors" section shows "Error Count: 2" and a "Correct Errors" link. Below this is a "Details" table with two rows:

Field Name	Message
VOUCHER_ID	Distribution Line edit errors exist.
VOUCHER_ID	Voucher Line edit errors exist.

At the bottom of the page, there are buttons for "Save", "Return to Search", and "Notify". A navigation bar at the very bottom contains links for "Header Errors", "Line Errors", "Distribution Line Errors", "Scheduled Payment Detail", and "Misc Charge Errors".



14. After clicking on the Line Errors tab, the following page displays. It reveals that there are distribution line errors (as we learned from the Header Errors tab). Click on the Distribution Line Errors tab.

The screenshot shows a web browser window titled "Batch Voucher Request - Microsoft Internet Explorer". The address bar shows the URL: http://webdev.oklaosf.state.ok.us:7021/pspf/sdev/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_BATCH_REQUEST.GBL?Folder=MYFAVORITES. The PeopleSoft logo is at the top left, and navigation links like "Home", "Worklist", "MultiChannel Console", "Add to Favorites", and "Sign out" are at the top right. Below the logo, there are tabs for "Header Errors", "Line Errors", "Distribution Line Errors", "Scheduled Payment Detail", and "Misc Charge Errors". The "Distribution Line Errors" tab is selected. Below the tabs, there is a summary of voucher information: Unit: 01000, Voucher: 00000048, Invoice Date: 06/30/2003, Invoice: 010_20030630_001, and Vendor: 0000001101 AUTHORITY ORDER-PCARD. Below this is a table titled "Voucher Line Errors" with columns for "Line", "Edit Type", and "Error Count". The table shows one error: Line 1, Application Edit, with an error count of 1. A "Correct Errors" link is next to the error count. Below the table is a "Details" section with a table showing the error message: "Distribution Line edit errors exist" for the field "VOUCHER_ID".



15. After clicking on the Distribution Line Errors tab, the following page displays. Click on the View All hyperlink

The screenshot shows a Microsoft Internet Explorer browser window displaying the PeopleSoft 'Batch Voucher Request' page. The browser's address bar shows the URL: http://webdev.oklaosf.state.ok.us:7021/psp/fsdev/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_BATCH_REQUEST.GBL?Folder=MYFAVORITES. The PeopleSoft logo is at the top left, and navigation links like 'Home', 'Worklist', and 'MultiChannel Console' are at the top right. Below the logo, there are tabs for 'Header Errors', 'Line Errors', 'Distribution Line Errors', 'Scheduled Payment Detail', and 'Misc Charge Errors'. The 'Distribution Line Errors' tab is selected. The page displays voucher information: Unit: 01000, Voucher: 00000048, Invoice Date: 06/30/2003, Invoice: 010_20030630_001, and Vendor: 0000001101 AUTHORITY ORDER-PCARD. A 'Voucher Line Errors' section shows Line: 1 with an Amount of 19.00. Below this, a 'Distribution Line Errors' section shows Line: 1, Edit Type: Prompt Tbl, and Error Count: 2. A 'Details' table lists two error messages: 'ACCOUNT' and 'CLASS_FLD', both with the message 'TSE Prompt table edit; value not found in prompt table.' A 'View All' hyperlink is highlighted with a black arrow. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify', and a navigation bar with links for 'Header Errors', 'Line Errors', 'Distribution Line Errors', 'Scheduled Payment Detail', and 'Misc Charge Errors'.



16. Clicking on the [View All](#) hyperlink allows the user to view the voucher line distribution line errors. There are invalid values in the Account and Class_Fld fields for both distribution lines of this voucher. Click on the [Correct Errors](#) hyperlink.

The screenshot shows a Microsoft Internet Explorer browser window displaying the PeopleSoft 'Batch Voucher Request' application. The browser's address bar shows the URL: `http://webdev.oklaosf.state.ok.us:7021/psp/fsdev/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_BATCH_REQUEST.GBL?Folder=MYFAVORITES`. The application header includes the PeopleSoft logo and navigation links like 'Home', 'Worklist', and 'MultiChannel Console'. Below the header, there are tabs for 'Header Errors', 'Line Errors', 'Distribution Line Errors', 'Scheduled Payment Detail', and 'Misc Charge Errors'. The 'Distribution Line Errors' tab is active, showing a summary for 'Unit: 01000', 'Voucher: 00000048', 'Invoice Date: 06/30/2003', 'Invoice: 010_20030630_001', and 'Vendor: 0000001101 AUTHORITY ORDER-PCARD'. A table titled 'Voucher Line Errors' shows one line with an amount of 19.00. Below this, a 'Distribution Line Errors' section shows two lines, each with an 'Error Count' of 2. For each line, there are two error messages: 'TSE Prompt table edit; value not found in prompt table.' for the 'ACCOUNT' and 'CLASS_FLD' fields. A blue 'Correct Errors' hyperlink is visible next to the error count for each line. The browser's status bar at the bottom shows a JavaScript error: `javascript:submitAction_win0(document.win0,'$ICField10$hviewall$0');`



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17. Clicking on the [Correct Errors](#) hyperlink accesses the voucher screen. Note that the voucher is in Recycle status. Built vouchers in recycle status have an [In Error](#) checkbox next to each voucher line and voucher distribution line and are checked for voucher lines and distribution lines that have exceptions. In our example below, both distribution lines associated with voucher line 1 have exceptions. The necessary corrections are as follows:

1. Add an [Account](#) to both distribution lines
2. Change the chartfield on both distribution lines

The screenshot shows the PeopleSoft Batch Voucher Request interface. At the top, the browser title is "Batch Voucher Request - Microsoft Internet Explorer". The address bar shows the URL: http://webdev.oklaosf.state.ok.us:7021/psp/fsdev/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_BATCH_REQUEST.GBL?Folder=MYFAVORITES. The PeopleSoft logo is visible in the top left.

The interface is divided into several tabs: **Invoice Information**, **Payments**, **Voucher Attributes**, and **Accounting Information**. The **Invoice Information** tab is active, showing the following details:

- Style: Regular
- Entry Status: Recycle
- Unit: 01000
- Voucher ID: 00000048
- Budget Status: Not Chk'd
- Post Status: Unposted

Below the invoice information, there is a section for "Copy from a Source Document" with fields for PO Unit (01000) and Purchase Order (222222222). The Vendor information is also displayed, including Vendor (0000001101), Name (AOP-001), Location (001), and Address (1). The Invoice details include Invoice No (010_20030630_001), Invoice Date (06/30/2003), Acctg Date (06/30/2003), and Total (19.00).

The **Invoice Lines** section shows a table with the following data:

Item	Description	Quantity	UOM	Unit Price	Extended Amt	In Error
1					19.00	<input checked="" type="checkbox"/>

Below the invoice lines, the **Distribution Lines** section is visible. It includes a table with the following data:

In Error	Amount	Quantity	*GL Unit	Budget Date	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#
<input checked="" type="checkbox"/>	9.00		01000	06/30/2003				19401		04	
<input checked="" type="checkbox"/>	10.00		01000	06/30/2003				19401		04	

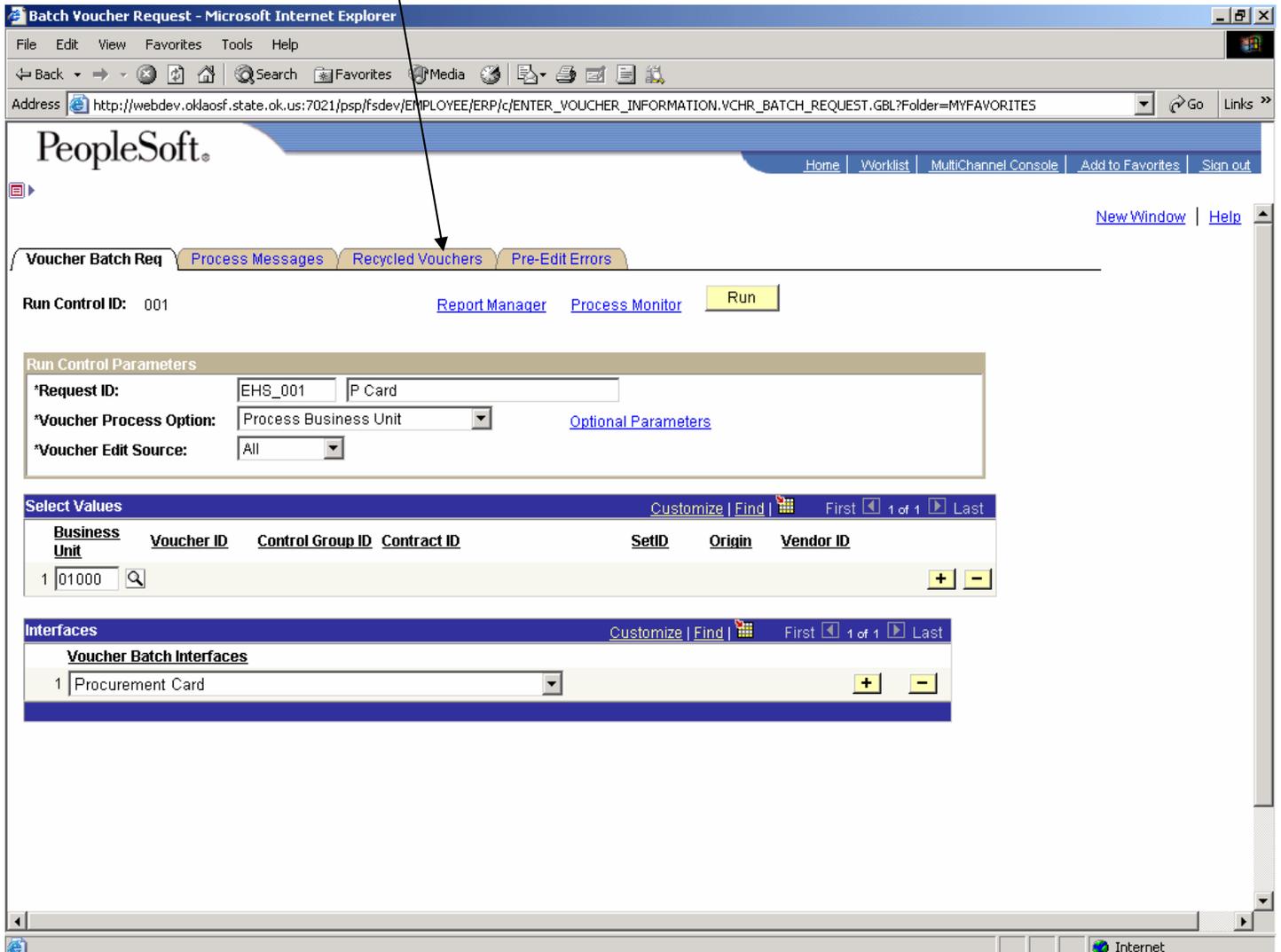
Arrows from the text above point to the "In Error" checkboxes in the Distribution Lines table and the "Account" field in the same table.

After making the changes, click Save. (Once the voucher is saved, the [In Error](#) boxes are no longer checked even if all the necessary changes are not made). Enter the pay group PC on the payments tab of the voucher.



18. In our example, there was a voucher that did not build because of pre-edit errors and a voucher that built with recycled vouchers exceptions. The pre-edit errors were corrected on page 10 and the voucher was corrected on page 19.

After correcting the recycled voucher, we returned to the Voucher Build page. (There currently is no link back to that page from your current location (see tip on page 13). To return to the Voucher Build page go to your menu and navigate back to the Voucher Batch page (i.e. Accounts Payable>Batch Processes>Vouchers>Voucher Batch Request. You may wish to add this to My Favorites.) Navigating back to the Voucher Build page displays the following page. Click on the Recycled Vouchers tab.





19. Clicking on the Recycled Vouchers tab accesses the following page. There are no longer any Recycled Vouchers exceptions because the errors were corrected.
20. We must now rerun the Voucher Build to build the Pre-Edit Error voucher. Click on the Voucher Batch Req tab and begin with Step 4 on page 6.

Batch Voucher Request - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://webdev.oklaosf.state.ok.us:7021/psp/psdev/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VOCH_BATCH_REQUEST.GBL?Folder=MYFAVORITES

PeopleSoft. Home Worklist MultiChannel Console Add to Favorites Sign out

New Window | Help

Voucher Batch Req Process Messages Recycled Vouchers Pre-Edit Errors

User ID: ESTEWART Run Control ID: 001

Request ID: EHS_001 Description: P Card Refresh Log

Request Status
Process Instance: 13706

Save Return to Search Next in List Previous in List Notify Refresh

Voucher Batch Req | Process Messages | Recycled Vouchers | Pre-Edit Errors

Done Internet